



Vacancy Flyer

Administrative Technical Specialist

NT-0501-04/05

(FULL PERFORMANCE NT-0501-05/GS-13 step 10 equivalent)

Announcement Number: NW30501-05-10084164C716850H

Date Opens: Wednesday, December 11, 2013

Date Closes: Wednesday, December 18, 2013

Location: Technical Director (TD)
CREW Program Management Office (PC)
Naval Surface Warfare Center Indian Head
EOD Technology Division (NSWC IHEODTD)
Indian Head, MD

Area of Consideration (Who May Apply): All US Citizens

Brief Overview of the Position (for the purpose of general information only; overview may not address skills required): This position is located in the CREW Program Management Office (PMO), NSWC IHEODTD, Indian Head, MD. The PMO is a United States Navy program office providing centralized management with responsibilities in three areas: Explosive Ordnance Disposal (EOD), Counter Radio-Controlled Improvised Explosive Device (RCIED) Electronic Warfare (CREW) and Anti-Terrorism Afloat (ATA). As a compendium, these are the pre-eminent expeditionary warfare programs supporting the U.S. Navy. As an Administrative/ Technical Specialist (PMS-408 Security Assistance (SA)/Foreign Military Sales (FMS) Business and Financial Manager), you will be recognized as expert authority and lead resource on the budgetary, financial and business aspects of FMS. Candidate will provide financial and programmatic support to FMS Case Managers in order to assist with program planning, administration, and budget lifecycle management.

Duties include:

- performing Foreign Military Sales (FMS) case financial management for all phases of cases, including requirements definition, case development, case implementation/execution and case closure
- executing financial documents within the Navy Enterprise Resource Planning (N-ERP) system (e.g., establishing Work Break Down (WBS) structures, generating requisitions for contracts, and querying reports)
- performing Annual Case Reviews (ACR) required by the Defense Security Cooperation Agency (DSCA) and Closure Manual (RCM), DoD 5105.65-M

- constructing the basis of estimate and submitting the yearly FMS Administrative budget using the FMS Administrative Budget Tool (ABT) and the FMS Administrative Case Tracking Tool (FACT)
- tracking and monitoring funding available, commitments, obligations, expenditures, disbursements and deliveries to ensure accuracy of both the Naval Sea Systems Command (NAVSEA) Program Office records and the Management Information System for International Logistics (MISIL)
- managing and tracking all case details and supporting documentation such as Letter of Acceptance (LOA) history, payment schedules, Record Serial Number (RSN) Details, Planned Budget, Contract Data Requirement (CDR) and Military Standard Requisitioning and Issue Procedures (MILSTRIP) transaction details, Spend Plans, justification on costing for schedule and price changes, invoices, billing history/charges, funding documents and acceptances, and responding to audits
- performing extensive financial reconciliation actions with accounting systems/portals to identify accounting discrepancies, and proposing recommendations and implementing corrective actions
- representing the organization at business and/or financial management meetings including planning, programming, and budget reviews, Case Reconciliation Reviews (CRR), Program Management Reviews (PMR), and Financial Management Reviews (FMR)

Interested candidates are encouraged to view the USAJOBS vacancy announcement for potential requirements of the position.

To apply for this opportunity: If interested in this position, please click the link below to start the application process: <http://www.usajobs.gov/GetJob/ViewDetails/356841300>

Once you pull up the announcement and are ready to apply, click the “Apply Online” button on the right side of the page. The site will guide you through selecting a resume from your USA Jobs account, filling out an assessment questionnaire, and uploading supporting documentation, such as an SF-50 and transcripts.

Please review the following link for a full list of required and optional documents you need to provide: [Applicant Checklist- External](#)

Please follow all instructions carefully, as you will not be contacted to provide missing application information; incomplete packages will not be considered.

Failure to submit a complete application package (resume, assessment questionnaire, and all supporting documents) by 11:59 pm Eastern Standard Time (EST) on the closing date of the announcement may result in an ineligible rating and loss of consideration.

To view other opportunities currently available at NSWC IHEODTD access: <http://www.navsea.navy.mil/nswc/indianhead/codeC/employment/vacancies.aspx>

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.